

JOLLY ARCHERS OF HOUGHTON AND WYTON

Data Protection

The General Data Protection Regulations became operative on 25th May 2018, replacing the Data Protection Act 1998. All clubs should have a policy that tells the individual who is providing Jolly Archers with data how it will be used. We are also required to have permission from members to use their data.

This report describes the information we now collect, who has access to it, how we use it, how we ensure it is held safely, and who might we share it with. It shows the additions we've made to the Membership Application form, Open Shoot Entry forms and the Beginners' Course registration form in order to conform.

1) The information we now ask for from members.

a) Membership Application Form

Name, Address, Postcode, Telephone number, Email address, ArcheryGB membership number and Date of birth (mandatory for ArcheryGB)

We attach a form that describes Jolly Archers policy with respect to the use of their data. We ask that new applicants sign this form agreeing to Jolly Archers policy.

b) Score sheets (and results from other clubs)

Date, Location, Name, Gender, Round, Bow type, Arrow scores, and Total scores.

2) Use of the information collected from members

a) Information required for Club Administration

i) The Club keeps members information in both paper and electronic form. It will take all reasonable steps to ensure that membership data is held securely.

ii) Information is restricted to committee members and members allowed access by the committee as necessary to properly conduct club business.

iii) The information facilitates the operation and management of the club

iv) Membership information will be destroyed when a member leaves the club

v) Our prime communication method with members is email, although other methods are often required to be used. When an Email is sent to all club members it is sent as a BCC so the club's full email list is not available.

vi) The data will not be shared with any person/body for marketing purposes.

b) Shooting information

i) Information such as name, gender, age group (if applicable) and, of course, scores achieved for rounds shot will be recorded to provide a shooting history of a member's archery.

- ii) This data is used to enable the analysis of personal scores that is fundamental to the activities of an archery club in producing handicaps, classifications, badge awards, competition results, trophy winners and any other shooting awards that may be offered.
 - iii) Should you be successful in setting club records and/or winning trophies your achievements will be kept and so become part of the club's history.
 - iv) Publication of such results will mainly be within the club but may also be advised to ArcheryGB, regional and county organisations, clubs we may be competing with, the local press and our digital media platforms and website.
 - v) The information is kept securely by the Records Officer(s). The detailed score sheets are usually destroyed after a year.
- c) Information required by ArcheryGB from members that we normally collect on their behalf through the Membership Application Form
- i) When you become a member of, or renew, your membership with Jolly Archers you will automatically be registered as a member of Archery GB and the relevant County and Region, unless Jolly Archers is your second club and you are already registered as a member of ArcheryGB and a relevant County and Region. We will provide Archery GB with the data you provide on this form, which they will use to enable access to an online portal for you (<https://agb.sport80.com>) which, amongst other things, allows you to set and amend your privacy settings. If you have any questions about the continued privacy of your personal data when it is shared with ArcheryGB, please contact gdpr@archerygb.org.
 - ii) ArcheryGB is required to have informed consent from its members for them to use your data. If you would like to hear from them please tick the box below.

(1) Quarterly magazine	Yes { <input type="checkbox"/> }	No { <input type="checkbox"/> }
(2) Email Newsletter	Yes { <input type="checkbox"/> }	No { <input type="checkbox"/> }
(3) Third Party Communication	Yes { <input type="checkbox"/> }	No { <input type="checkbox"/> }

If you do not tick the box, we will assume No

You can unsubscribe or change your preferences at <https://agb.Sport80.com>

3) Information received from non-members

a) Beginners Course Registration Form

i) Information collected on this form

Name, Address, Telephone number, Email address, Are you over 12 and under 18 during the course? Next of kin and contact details, Details of all medical problems that might affect your ability to participate in archery, Right handed/Left handed.

ii) Comment on data protection included in the Beginners Course Registration Form

"The information we ask for is to ensure that we can organise the course and run it safely. The information you provide will be kept securely by the course organiser(s) and will be destroyed at the end of the course."

- iii) Use of information collected on Beginners Course Registration Form
It is required to safely run the courses. The information is kept securely by the course organiser(s) who are approved by the committee. Information is destroyed at the completion of course

b) Tournaments Entry Forms

- i) Information collected from Tournament Entry Forms
Club name, Contact name (may be different to entrant), Contact Address, Contact Telephone number, Contact Email address, Gender, Name of entrant, Date of birth, Bow type, Wheelchair/Stool, Archery GB number, Declare if photographs by entrant or companion to be taken
- ii) Comment on data protection included in Tournament Entry forms
“Please note that when you enter competitions the following information may be collected and shared with tournament organisers, scoring systems and other competitors for example target lists and results may be published: First Name, Surname, Gender, Bow style, Date of Birth / Age category, Email, Address, Phone number, Club (and ID), County (and ID), Region (and ID), Round (unless defined by age), Disabled (Y/N), Disability info. “
- iii) Use of information collected by Tournament Entry Forms
 - (1) Used for running a tournament. Producing the entry list, target list and results sheet which may be put on the Jollys website and sent to all entrants. The results may be sent to ArcheryGB, regional and county associations and published. The tournament results become part of the club’s shooting history.
 - (2) An Email list is kept for those archers who have competed before. They are asked whenever the list is used, as a BCC, if they wish to remain on the list.
 - (3) The information is kept securely by the Tournament Organiser. The entry forms are destroyed after the tournament

30th January 2020